

## **SOLID WASTE MANAGEMENT SUPERVISOR**

**General Statement of Duties:** Performs administrative and supervisory work in the overall direction of comprehensive city-wide Solid Waste Management Programs as well as conducts public health and environmental sanitation investigations in public and private facilities; does related work as required.

**Distinguishing Features of the Class:** This is professional work involving responsibility for planning, developing, and implementing solid waste management programs in accordance with the State of Iowa's laws, rules and regulations. Enforcement of various Federal, State and City laws, ordinances and regulations pertaining to landfills, rubble dumps, salvage and storage yards. Employee in this class must be able to utilize independent judgment and initiative while maintaining good public relations.

### **Areas of Accountability:**

1. Directs and coordinates the activities of employees to assure the completion of assigned tasks.
  - Plans and assigns work;
  - Supervises employees in accordance with proper personnel, EEO practices and union contracts;
  - Insures adequate record keeping;
  - Reviews and evaluates performance of employees.
2. Instructs employees on proper work procedures.
  - Orients new employees;
  - Establishes continuing employee training;
  - Insure proper care and use of equipment;
  - Insure compliance with all safety rules;
  - Explains and enforces work rules;
  - Applicable State and Federal rules and regulations.
3. Maintains open line of communication with both employees and the Director of Public Health.
4. Maintains proper records.
  - Time records;
  - Licensing records;
  - Daily logs;
  - Counseling;
  - Financial records of daily receipts;

- Other miscellaneous records as required.
5. Establishes and maintains proper public relations and education.
  6. Advises and makes recommendations.
    - Preparation of division budget;
    - Department policies, practices, procedures and priorities;
    - Recommends to Director of Public Health any personnel action effecting employees;
    - Participates in team concept.
  7. Develops and implements comprehensive plans for accomplishments of the Solid Waste Management Division.
  8. Operation and maintenance of solid waste management equipment, including but not limited to:
    - straight truck
    - skid loader
    - balers
    - mowing equipment
    - truck scale
    - waste oil burner
    - paint can crusher, paint mixer
    - surveillance equipment
    - office equipment
    - Freon recycling equipment
- Note: the operation of equipment shall require the need to lift 60 lb. animal bedding bales, lead acid batteries, 5 gallon cans of paint and waste oil, old tires, and appliances not to exceed 60 lbs.
9. Enforces all laws covering the following:
    - Salvage/Storage Yard Licensing;
    - C&D Landfill Licensing;
    - Rubble Dump Licensing;
    - Commercial Hauler Licensing.
  10. Performs miscellaneous duties as assigned.

**Required Knowledge, Skills and Abilities:** Basic knowledge of principles, methods, goals and objectives of solid waste management programs; basic knowledge of equipment, materials, and facility care and maintenance; ability to communicate effectively, both orally and in writing; ability to plan, organize, coordinate and supervise the activities included within the solid waste management programs.

**Acceptable Experience and Training:** Prefer graduation from an accredited 4-year college with major course work in chemistry, biology, or related field with two years experience in management or supervisory experience; or any combination of education and experience which provide the required knowledge, skill and abilities. Must possess a valid Iowa driver's license with ability to obtain CDL license within six months of hiring.